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To Printing Service 7/29/59

The new Thermofax label paper, now stocked in the Agency supply system, offers one solution. This label paper eliminates writing or typing addresses on packages and envelopes each time you distribute material according to the same distribution list.

Each sheet of label paper is gummed on the back and divided by perforations into 33 labels. To make labels, first prepare a master of the names and addresses on your distribution list. Use either tissue or tracing paper the same size as the Thermofax label paper. With either a typewriter or pencil, place the names or addresses on the master so that they coincide with the labels on the Thermofax paper. When running off copies of the labels, always place the master on top of the Thermofax paper.

For further information, contact the Records Management Staff.

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Thermofax labels

Stock No.

7/9310-H05-7530

Labels - Thermofax

Last erroneous shipment last week

Regn. 994A-135-59

Vou 59-5259

1,000

10/14/58

BSO reported wrong type shipped to agency. New order is on the way.

(over)

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STAT

1/27/59

STAT Called [redacted] She will check warehouse, procurement, etc, and report

1/28

STAT [redacted] reports no action as yet taken. As correct nomenclature will be expedited. Will be advised when stock arrives.

2,400 ordered
250 sheets per box

STAT [redacted] will request 4/7 to stock in supply system

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STAT

2/1/2

Call [redacted] C/B50.
Said wrong type sent
to B50.'s will check
out and call back

STAT [redacted]

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BSU Branch

RFS

Audit to store and control dist.

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